VALUABLE INFORMATION FOR TIMEKEEPERS AND CERTIFIERS
August 11, 2003

Key Dates:

2003 Pay Period	Default Labor Run[1]	Certification Complete	Corrections for Current Pay Period[2]
18 DOE-Wide Parallel Test	8/25/03 (4:00 pm EST)	8/26/03 (4:00 pm EST)	8/27/03 (4:00 pm EST)
19	NO PARALLEL. PROCESS THROUGH CURRENT DOE T&A SYSTEM.		
20 Migrate to DFAS	9/22/03 (4:00 pm EST)	9/23/03 (4:00 pm EST)	9/24/03 (4:00 pm EST)

Timekeepers: Please validate/ensure the following -

✓ Have current versions of ATAAPS training aides. These are available at http://chris.inel.gov/payroll.

✓ All employees in team(s) are correct.

✓ Add missing employees into team(s).

✓ Tour of duty for employees was entered under "Perm Tour" link to establish their permanent tour of duty.

✓ "Tour Day" link is used to change a tour of duty for one pay period only (temporary change to tour of duty).

✓ All employees have "Default Labor" checked in Personnel Management-Properties and are set up under the "Defaults/Favorites" link in Personnel Management.

✓ Alternate timekeepers are trained and ready to perform role s and responsibilities.

✓ All T&A exceptions, i.e., compensatory time earned, overtime, annual leave, sick leave, etc. are entered before default labor is run.

✓ All hours reported for each employee are equal to the hours scheduled in ATAAPS after default labor is executed. Run Missing Time Report to verify all hours have been reported for each employee.

✓ Certifiers and Alternate Certifiers are provided with a copy of the Crosswalk of T&A Codes for ATAAPS.

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[1] All exceptions, i.e., annual leave, compensatory time earned, etc. must be entered by the time default labor is scheduled for processing. This process populates the rest of the regular tour of duty. The Capital Accounting Center runs default labor for all DOE organizations with the exception of Richland, Idaho, Oak Ridge, Savannah River, Nevada, SWPA, and WAPA. These offices run default labor themselves and may have a different schedule.

[2] Organizations should strive to reduce late submissions of T&A for the current pay period. However, T&A may be certified on Wednesday. In addition, if a correction is needed for a T&A record that was certified on Tuesday, it can be corrected and certified again for the current pay period, avoiding the need for a supplemental. See instructions for late submissions/corrections.

Certifiers: Please validate/ensure the following -

✓ Possess ESS password and confirm ability to log in to ESS as soon as possible.

✓ Have access to Certification link in ATAAPS.

✓ Employees identified on your certification roster are employees for whom you have certification responsibility.

✓ Certification completed by deadline (see schedule above).

✓ Alternate Certifier(s) has been designated and have received training.

✓ Have a copy of the Crosswalk of T&A Codes for ATAAPS.

**Timekeepers may contact DOE's Payroll Customer Service Representatives - -
by calling 301-903-4433 or by email at PayrollCSRHelpDesk@hq.doe.gov.**